



Employee Profile

(Employee's Name) Tracy Davis

(Working Title) Accounting Technician

(Division) Administration Division

(Bureau) Fiscal Operations

(Section) Collections

Background (a little about yourself, i.e.: interests, education, affiliations, birth place): I was born and raised in Seattle, Washington. I moved to Montana almost 7 years ago. I enjoy spending time with my 5 year old daughter and playing pool.

Time at MDT: 4 Years

Why (do you work at) MDT...MDT offers a lot of great opportunities and the people here are great. I enjoy what I do.

Job duties ...I work with accounts receivables. I do almost all of the billing for the department. Two years ago I started working with our legal department to collect bad debts. To date we have collected over \$100,000.00 in legal collections.

A typical day...This could consist of following up on customer inquiries, running documents to the courthouse, billing, dealing with insurance companies and collections.

Qualities needed for the job ...You need to have good organization skills to keep track of a lot of things at one time and attention to detail. You also need to be able to meet deadlines and work well with customers; internal and external.

Favorite thing(s) about working at MDT...It is a fun place to work and I love what I do so it makes it even better. Having a cafeteria is great too.

